

# **Procedural Guidelines for SWAP Advisory Council**

Council member terms – per Code of Iowa 455J.6(1) members serve staggered three-year terms. First terms started 9/1/08. Staggered cycle will commence with 9/1/11 terms each year thereafter with three of the nine members due to be replaced or re-appointed. (adopted 9/16/08)

Robert's Rules of Order will direct the council's meetings unless a rule to the contrary is formally adopted by the council. (adopted 9/16/08)

Quorum – no meeting will be conducted without a quorum. A quorum is a majority of the members who have been appointed. (adopted 9/16/08)

Voting – provided there is a quorum, a majority vote is considered to be a majority of the eligible voters present at the meeting. Eligibility is determined pursuant to Code of Iowa 455J.6(4) wherein conflicts of interest are addressed. When there is a tie vote the motion fails. (adopted 9/16/08)

Officers – Chair is appointed for a one-year term. At the wish of the council a chair may be reappointed. The chair's duties are consistent with Robert's Rules of Order Part II, Article X, §50 with the exception that the Chair's voting privileges are equal to the other council members. (adopted 9/16/08)

Expenses related to travel of council members, rental of meeting, rooms, and informational resources are approved to be take out of the dedicated SWAP fund. (adopted 10/10/08)

*Conflicts of Interest Definition.* A conflict of interest is defined as the member's having a significant employment relationship with an applicant, or being a member of the board of directors, or having a financial relationship with an applicant, including but not limited to an investor, a contractor, a consultant, or a competitor, or an immediate family member of such a person. For purposes of this rule, "immediate family" means a member's spouse, children, grandchildren, and parents.

*Procedures.* As soon as a member of the council becomes aware of a conflict of interest in a project for which applications are filed with the council or for which potential applications are discussed by council, the member shall follow these procedures:

1. If the conflict is known before a meeting, the member shall fully disclose the interest to the chairperson of the council in writing at least 24 hours before the meeting.
  2. If the conflict is discovered during a meeting, the member shall orally inform the council, and the nature of the conflict shall be reported in writing to the chairperson of the council within 24 hours after the meeting.
  3. The member who has the conflict shall not participate in discussion or vote on any issues concerned with the project.
- (adopted 10/28/08)

*Continuous Improvement Definition.* Continuous improvement for environmental management systems means an ongoing process by system participants to enhance solid waste management systems by identifying through critical evaluation:

1. existing local conditions,
2. opportunities and corresponding goals for legitimate environmental improvement and protection, and
3. specific steps to achieve those goals.

The acts of implementing the identified steps and measuring their results, then re-evaluating local conditions and establishing new goals and implementation steps are inherent parts of the continuous improvement process.

System participants, rather than regulators or legislators, are responsible for identifying and renewing goals based on the results of their critical evaluation and performance to date. The critical improvement process should result in both goals and performance that exceed status quo expectations and minimum legal requirements.

(adopted 10/28/08)

A July-June Fiscal Year will be used to allocate the money set aside in the legislation.

(adopted 1-26-2009)